

**EXAMINATION ANNOUNCEMENT**  
**INVESTIGATOR ASSISTANT**  
**OPEN/STATEWIDE**



**CALIFORNIA STATE DEPARTMENT OF**  
**Insurance**

**SALARY RANGE: \$2,531 - \$2,877**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

<b>How to Apply</b>	<p align="center"><b>FINAL FILING DATE: MAY 25, 2001</b>  <b>WRITTEN TEST DATE: JULY 14, 2001</b></p> <p align="center"><i><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</b></i></p> <p align="center"><b>Send application to:</b>  <b>Department of Insurance</b>  <b>300 Capitol Mall, 13th Floor</b>  <b>Sacramento, CA 95814</b>  <b>Attention: Lilia Fortes</b></p> <p>Applications (form STD678) must be <i>POSTMARKED</i> no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.</p>
<b>Requirements for Admittance to the Examination</b>	<p>All applicants must meet the educational requirements for this examination by <b>the written test date</b>.</p> <p align="center"><b>MINIMUM QUALIFICATIONS</b></p> <p><b>EDUCATION:</b> Equivalent to completion of two years (60 semester hours) of college with a major in police science, law enforcement or criminology. (Students in their sophomore year of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester hours before they can be considered eligible for appointment.</p>
<b>Special Personal Characteristics</b>	<p>Aptitude for investigative work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout assigned areas and to work irregular and unusual hours as required; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or avocational interests; satisfactory record as a law abiding citizen; tact; neat personal appearance; ability to qualify for a fiduciary bond. Possession of a valid driver license.</p> <p><b>Minimum age for appointment:</b> 18 years except where the duties may require the consumption of alcoholic beverages.</p> <p><b>Felony Disqualification:</b> Existing law provides that persons convicted of a felony are disqualified from employment as Peace Officers. Such persons are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as Peace Officers within this class.</p>
<b>Position Description</b>	<p>Under close supervision, the Investigator Assistant supports the activities of the regional office Fraud Investigator teams. The Investigator Assistant may assist in the following: caseload management; perform various investigative support activities such as, statistical data collection on criminal cases; prepare investigative charts, reports and other correspondence using a variety of computer databases; review suspected fraud cases and obtain supplemental information; assist investigators in field assignments such as interviews and search warrants; acts as a liaison with local, Federal and State law enforcement agencies as well as the insurance industry. <i><b>Positions are located in Sacramento, Fresno, Morgan Hill, Martinez, City of Commerce, Rancho Cucamonga, Orange, Valencia and San Diego.</b></i></p>
<b>Background Investigation</b>	<p>All persons successful in the examination for this class will be required to undergo a background investigation prior to appointment.</p>
<b>Examination Information</b>	<p>This examination will consist of a Written Test weighted 100% In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the written test will be disqualified from this exam.</p>
<b>Examination Scope</b>	<p align="center"><b>WRITTEN TEST – Weighted 100%</b></p> <p>Please allow approximately four hours for the completion of the written test portion. The written test will cover the following areas :</p> <p><b>WRITTEN TEST INFORMATION:</b></p> <p>TEST 1: WRITING EFFECTIVE REPORTS          TEST 2: INTERVIEWS AND INVESTIGATIVE PROCEDURES          TEST 3: LAW OF SEARCH, SEIZURE, AND ARRESTS          TEST 4: LAWS OF EVIDENCE AND COURT PROCEDURES          TEST 5: READING AND ANALYZING INVESTIGATION MATERIALS</p>

<b>Eligible List Information</b>	<p>A departmental Open eligible list will be established for the Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p><b>Career Credits</b> will not be granted in this examination.</p> <p><b>Veteran's preference</b> points will be granted in this examination.</p>
----------------------------------	---

## INVESTIGATOR ASSISTANT

**FINAL FILING DATE: May 25, 2001**

### GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3306 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3306 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Insurance offices, State Personnel Board offices, and local offices of the Employment Development Department.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Insurance** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidates is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

California Relay (Telephone) Service for the Deaf or Hearing impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Department of Insurance  
Human Resources Management  
300 Capitol Mall, 13th Floor  
Sacramento, CA 95814  
(916) 492-3306

RELEASE DATE: 5/01/2001  
NM/LF